

SECRET

*Meeting
(minutes)
Bz*

MINUTES
DD/S STAFF MEETING

19 May 1970



25X1



2. Promotions

25X1

25X1

Mr. Bannerman announced the promotion of Messrs. Blake, 
 Headroom will continue tight until the
effect of retirements begins to be felt.

3. Security Violations

There were only two security violations during April (OC-1; OMS-1);
a sharp reduction from the same period last year.

4. Exceptional Service Certificates

Certificates will be awarded in the auditorium on Friday, 22 May
at 1400 hours. Mr. Bannerman asked that Office Heads or their deputies be
present to participate.

5. Records Inventory


Office Heads are urged to take a personal interest in the detailed
records inventory now under way. The target date for its completion is 15 July.

6. Handling of Fitness Reports

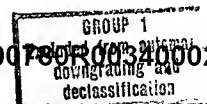
Fitness Reports contain privileged information and should be handled
with the same care as are official personnel folders. In transmitting reports,
sealed envelopes should be used to preclude casual reading.

7. Qualifying Service for CIARDS

25X1

 reviewed Retirement Board criteria for qualifying service
for CIARDS. There is no sharp definition of qualifying service; the board applies
its best judgment to each case on an individual basis, considering the applicant's
total service during his Agency career.

SECRET



SECRET

The following general guidelines are followed in determining qualifying service under the three categories outlined [] 25X1

(a) All service outside CONUS qualifies as hazardous duty, but actual hazards must be shown to exist in [] assignments. 25X1

(b) There is a predisposition to recognize the need to practice stringent security and covert tradecraft procedures in [] assignments under non-official cover. Such need is however questionable in assignments under official cover. 25X1

(c) Inability to describe experience is not applicable if the general nature of the duties may be described even though the details of the actual work performed are highly classified.

The Retirement Board is receiving a substantial number of requests involving service which clearly does not meet the above criteria.

Mr. Bannerman asked that Office Heads provide him with their honest opinion regarding the merits of each request being forwarded for his review.

8. Mr. Bannerman announced the following results of the last Deputies' Meeting:

OTR's recommendation that Academic Training be approved at the Directorate level rather than by the Training Selection Board has been approved with the understanding that Deputy Directors or Assistant Deputy Directors will approve without further delegation.

25X1 The [] training course was approved with several recommendations for expansion of coverage.

Inter-Directorate rotation at the GS-14 and GS-15 level was discussed and each Directorate offered names of candidates. The Director of Personnel is to come up with a plan within thirty days to rotate two officers from each Directorate.

Colonel White directed that useful full-time employment must be assured for summer employees.

Mr. Bannerman withdrew his request for bids from other contractors for operation of the cafeterias. Self-bussing will be instituted in the main cafeteria.

SECRET

SECRET

9. Around the Table

25X1

a.

Reported that university-student activities are becoming more organized as is evidenced by the establishing of student command centers which are in touch with other universities and with Washington. Similar examples were cited by Messrs. Blake and Wattles.

Announced the following proposed transfers which will result in a period of temporary understaffing in OC:

Name

Present

New

25X1

| | | |
|--|--|--|
| | | |
| | | |

Reported that OS has been monitoring activity at bus stops within the Headquarters compound since the Eastern Air Lines travel club magazine published an article telling how to get into the Agency compound by bus.

c. Dr. Tietjen:

The study "Defectors and Defection" has now been published and is the first of its kind. Copies are available upon request.

Beginning in June OMS will, at the request of Europe Division, send

25X1

to visit overseas stations in Europe.

SECRET

SECRET

25X1

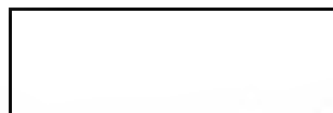
d.

The impact of overseas personnel reductions is now beginning to be felt; OF has six requests for TDY assistance. noted that OL is likely to receive similar requests and that the situation may soon call for some expansion of the regional-team concept.

25X1

e. Mr. Blake:

OL will submit a recommendation on 20 May for the acquisition of space to replace that occupied in Arlington Towers.



25X1

Support Operations Staff/DDS

Distribution:

Orig - DD/S Subject

1 - DD/S Chrono

1 - WEB

1 - ND

1 - SOS

RJP:ng (21 May 70)

SECRET